

PUEBLO SCHOOL DISTRICT 60
CLASSIFIED JOB DESCRIPTION

Job Title: Bond Construction Project Manager/Owner Field Representative (Bond Funded)
Prepared Date: 12/12/2019
Revised Date:
Work Year: 261 Work Days
Department: Facilities
Reports To: Executive Director of Facilities and Construction Management
Salary Range: \$75,000 - \$95,000 annually – Contract Term Limited
Benefits: Fringe benefits based on Schedule C Benefits
Status: FLSA Status: Exempt

SUMMARY OF FUNCTIONS:

The purpose of the Bond Construction Project Manager is to perform work in planning and managing capital design and construction, including major renovation projects, from conceptual initiation through construction closeout and occupancy. Responsible for evaluating and overseeing construction projects including new buildings, additions, remodels, upgrades, and repairs to meet District requirements. This position will manage overall schedules, coordinate between stakeholders, facilitate design submittal reviews, coordinate moving, procurements, interior design, negotiating and evaluating change orders, and meeting overall project scope and requirements within designated budgets. Responsible for managing project closeout, remediation processes, providing regular written project status reports, and assisting the Executive Director in long-term facilities planning and assessments for the District. **This position is funded through a capital improvements bond and is term-limited.**

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

REQUIRED:

- High School Diploma or equivalent **AND**
- Minimum of five (5) years of experience in construction project management in the Public sector **OR**
- Bachelor's degree in architecture, engineering, construction technology, or related field **and** three (3) years of experience in the public sector
- Valid Colorado Driver's License and insurable by the District's Insurance Carrier
- Ability to pass District designated post-offer lift test
- Employee must complete a fingerprint-based criminal background check and must be cleared by the Office of Human Resources
- Must be able to communicate effectively in English, both orally and in writing, using

proper grammar and vocabulary

PREFERRED:

- Bachelor's degree in architecture, engineering, construction technology or related field
- Construction Project Management Professional Certification
- Previous experience in Educational facility design and construction project management

SKILLS AND KNOWLEDGE:

- Knowledge of principles and practices of construction project management and facilities engineering as related to programming and design in new construction and renovation of existing structures
- Knowledge of infrastructure and building construction methods, standard industry practices and materials.
- Knowledge of applicable local, state, and federal laws, ordinances, regulations, and codes related to the design, construction, and renovation of sites, buildings, and other facilities
- Knowledge of and experience with Computerized Maintenance Management Systems (CMMS) and Building Automation Systems (BAS)
- Proficiency with spreadsheet applications for budgeting and inventory control, as well as with Facilities and Project Scheduling Software
- Knowledge of Green Technologies and Energy Certification programs such as LEED, hazardous material awareness, health and safety regulations and procedures, as well as experience in facilities construction Best Practices and Processes
- Ability to read and interpret complex architectural and engineering plans and specifications
- Ability to develop and administer contracts
- Ability to analyze and evaluate complex issues, make sound judgements, propose viable solutions and courses of action
- Ability to work with energy audits, performance contracting, and CAD software
- Ability to prioritize, plan, organize, and execute work effectively, act independently, and exercise initiative in the performance of job duties
- Ability and willingness to take ownership/responsibility for project completion and provide initiative in reaching organizational goals.
- Ability to plan, organize, and schedule activities, meet deadlines, and to report activities and resources needed.
- Ability to operate a personal computer and related software, including as well as other standard office equipment
- Ability to keep sensitive information confidential
- Ability to communicate effectively both orally and in writing
- Excellent interpersonal and work relationship skills with colleagues, supervisors, external clients, members of the public, etc.
- Ability to perform, track, and provide the current status of multiple tasks

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. This organization believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's/department's goals. Actual duties, responsibilities, frequency, and percentages may vary depending upon building assignments and other factors.

- Provide onsite construction management, including regular site visits and inspections to track progress and maintain close project oversight.
- Develop appropriate documentation for site visits and meetings.
- Verify the contractor conformance to the project schedule.
- Ensure contractor's work conforms to design plans and specifications, contractor is meeting safety requirement, and contractor is on schedule to deliver the work.
- Notify the Executive Director of Facilities and Construction Management and provide an immediate corrective action plan when these items are not being met.
- Serve as Owner's Field Representative for contractors, consultants, suppliers, and regulatory agencies to manage projects under the direction of the Executive Director of Facilities and Construction Management.
- Coordinate meetings to engage Architect and Engineer (A&E), contractors, staff, and other stakeholders to determine project programming needs including, but not limited to, scope of work, schedule, Furniture, Fixtures, and Equipment (FF&E), and project feasibility.
- Manage, and recommend for payment, consultant and contractor payments and change orders, and coordinate with the Executive Director of Facilities and Construction Management for final review and approval.
- Work with Facilities and Finance staff to procure architectural, engineering, and other professional consultants and construction services; participate in interviews and support contract negotiations.
- Monitor and manage projects as assigned through all phases (programming through closeout); ensure projects are designed and constructed in accordance with cost estimates, budgets, design specifications, schedules, and other contract requirements.
- Coordinate with staff, contractors, consultants, and regulatory agencies for timely review and approval of plans and drawings, technical reviews, permit applications, surveys, regulatory reviews, and community meetings.
- Conduct regular meetings with contractors, architects, engineers, and other consultants to monitor progress, anticipate obstacles, and resolve project issues.
- Prepare project status reports, schedules, and cost estimates, and maintain project records and documentation.
- Make recommendations for changes to caliber and quality of work, based on audit results and consultant recommendations, to the Executive Director of Facilities and Construction Management for approval.

NON-ESSENTIAL DUTIES:

- Perform any and all other duties as assigned by the Executive Director of Facilities and Construction Management.

The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is required to stand; walk; sit; use hands and fingers to handle or feel. The work requires the use of telephone and using fingers to operate computer keyboards. The employee is continually hearing and speaking to exchange information. The employee is required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

In an 8-hour workday, this job requires:

R – Rarely (Less than .5 hr per day)

O – Occasionally (.5 – 2.5 hrs per day)

F – Frequently (2.5 – 5.5 hrs per day)

C – Continually (5.5-8 hrs per day)

NA – Not Applicable

Physical Requirements	NA	R	O	F	C
Sitting				X	
Stationary Standing			X		
Walking (level surface)				X	
Walking (uneven surface)			X		
Crawling			X		
Crouching (bend at knees)				X	
Stooping (bend at waist)				X	
Twisting (knees/waist/neck)				X	
Turn/Pivot			X		
Climbing (stairs)				X	
Climbing (ladder)			X		
Reaching overhead			X		
Reaching extension				X	
Repetitive use arms				X	
Repetitive use wrists			X		
Repetitive use hands grasping			X		
Repetitive use hands squeezing			X		
Fine manipulation			X		
Using foot control			X		
*Pushing/Pulling Maximum weight: 50 lbs.			X		
Lifting Maximum weight: 50 lbs.			X		
Carrying Maximum weight: 50 lbs.			X		

WORKING CONDITIONS:

While performing the duties of this job, the employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals; Works in both an office environment and outdoor conditions with exposure to extreme heat and extreme cold; The noise level in these environments vary from mild and quiet office environments to exposure to loud noises requiring hearing protection. This position requires the ability to work nights, weekends, and/or holidays as needed.